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SECURITY INFORMATION

28 NOV 1952

MEMORANDUM FOR: Chief, Organization and Methods Services, CIA

SUBJECT: Graphics Services

REFERENCE: Memorandum to DD/A from Chief, Organization and Methods Services, CIA

1. A copy of the reference memorandum has been reviewed by appropriate officers of the Geographic Area, ORR, in the light of remarks offered at a meeting of representatives of all interested components of the Agency. Comments regarding the memorandum and its recommendations are submitted in response to a request made by [redacted] at this meeting.

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2. Because of the recommendation made in the reference memorandum, the type and extent of overall authority and responsibility that should be assigned properly to a single office in charge of graphics production facilities is a question of particular concern to the Geographic Area of ORR. ORR has no interest in being given responsibility merely for the centralized handling of personnel, equipment and supplies, and other routine administrative duties in support of graphics production services throughout the Agency. The Geographic Area believes that its Cartography Division could undertake responsibility for the centralized direction and administration of graphics services for the Agency if there were essential unanimity regarding the suitability of such centralized control among components currently maintaining staffs of graphics personnel, and if the following recognized authority were to be given to the Cartography Division, followed by appropriate notice to all components of the Agency. Such authority should include:

- a. Establishment of priorities, work schedules and operational procedures in the central graphics workshop;
- b. assignment of personnel, on detail, to graphics workshops physically located in space occupied by components making constant use of graphics facilities;
- c. determination of personnel strengths to fulfill stated graphics requirements of these individual components;

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d. objective adjustment of major work schedules within the central and other workshops so that all user-components in the Agency could be assured of their respective shares of available graphics services; and

e. administration of personnel, including recruitment and promotion actions.

3. On the assumption that centralization of graphics services is desirable and operationally practicable, it is suggested that each major user-component have detailed to it, on a long-term basis, one graphics specialist with ability and supervisory experience for the purpose of providing continuous liaison, furnishing assistance and advice to top officials and analysts, adjusting internal priorities for graphics services and supervising any decentralized workshops within the component to which he is detailed. These high-grade liaison officers would provide an advisory staff for a Deputy Chief, Cartography Division, ORR, who would be in charge of graphics. This new position of Deputy Chief/Graphics would require support from a new administrative clerk position to handle the many problems involved in serving the central and various "outpost" workshops in regard to personnel, equipment and supplies.

4. There seems to be general concurrence that "outpost" workshops are required to serve certain segments of the Agency. On the other hand, it is believed that a larger proportion than at present of the total graphics production requirements of the Agency can be handled in a central shop. The "outpost" workshops would fulfill graphics production requirements clearly not assignable to a central workshop, either because of extremely close timing, intimate association with posting, or because of special security controls imposed by the nature of the material. It is for this reason that "outpost" workshops are suggested for maintenance on a permanent basis, irrespective of fluctuations in personnel details.

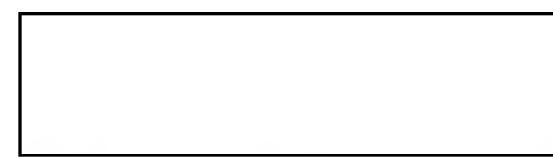
5. The exclusion from the proposed centralization of certain selected graphics operations, specified in paragraph two of the reference memorandum, is considered advisable.

6. Consolidation of graphics facilities under a central administrative and supervisory authority may not necessarily result in a reduction of T/O positions; as suggested in the reference memorandum. It would seem more appropriate to leave the question of proper T/O strength until the

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proposed consolidation has been in effect for several months. There are indications that a reorganization of graphics services might cause some components to submit graphics production programs that have been lying dormant or have been progressing slowly, such action based on the assumption that a centralized graphics service would be in a position to carry on these programs at an accelerated rate. Certainly the T/O and personnel ceiling should be made adequate to provide high quality graphics for fulfilling all justifiable CIA requirements.

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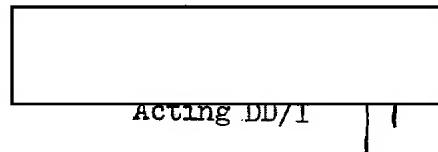
Acting Assistant Director  
Research and Reports

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Ch/G:Q [redacted] mk

Concurrence:

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Approved For Release 2005/11/17 : CIA-RDP61-00901A000300010010-6

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Services

DATE: 17 November 1952

FROM : Assistant Director, Current Intelligence

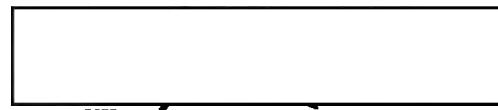
SUBJECT: Consolidation of Graphics Services

REFERENCE: Memorandum dated 3 November 1952 to DD(A) from Chief, Organization and Methods Services, subject, Graphics Services Throughout the Departmental Headquarters of the Agency

1. This office has studied the reference memorandum and is generally in agreement with it.

2. The requirements for graphics services for OCI necessitate the physical location of an adequate graphics section within the OCI area. However, it is believed that the assignment of graphics personnel currently in OCI to a central graphics office for administrative and general supervisory control would be desirable.

3. It should be kept in mind that in addition to the graphics needs as outlined in Paragraph 4 (a) of subject memorandum, an additional OCI project, which has been underway for sometime, will require several more people on a continuing basis. This project will be of benefit also to ORR and OSI and has their support.



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HUNTINGTON D. SHELDON

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